



## ePortfolio Planning Tool: Individual

You may be required to create an ePortfolio to meet assessment needs on a course/programme/module or you may want to create an ePortfolio for your own personal or professional development needs.

### Purpose and context

What is the purpose of your ePortfolio?

Will you be required to submit your entire ePortfolio or elements of it?

What learning will you need to demonstrate through your ePortfolio or through specific elements of it?

If your ePortfolio is for assessment, consider what learning outcomes relate to the assessment.

If your ePortfolio is for your own personal or professional development, consider writing some learning outcomes to act as goals for your ePortfolio.

What are the key dates for completion or delivery of outcomes from your ePortfolio?

### ePortfolio activities

What learning do you need to demonstrate through your ePortfolio?

What kinds of artefacts will you include in your ePortfolio, for example, CV, video evidence of activities, images, blogs and reflective diary entries?

Will you need to include artefacts created outside your ePortfolio, such as your CV, blogs or videos that already exist?

What structure will you need to use when creating your ePortfolio?

## Reflective practice

Reflective practice is a key element of ePortfolios and requires a particular way of writing.

Have you had an opportunity to keep a reflective diary or write reflectively?

How often do you want or need to write your reflective diary entries?

Will you be required to show your diary entries to someone else, for example, for assessment?

Will you be required to write a summary of your reflections?

Go to the Reflect page for guides, tips and ideas about reflective practice and reflective writing in ePortfolios.

## ePortfolio platforms

Do you have any experience of using ePortfolio platforms?

Does your institution provide and/or support an ePortfolio platform?

What options are available for you as an individual to create an ePortfolio?

Review the ePortfolio platform resources in light of your own requirements.

## Support

What technical support will be available from your institution or the software providers if you require it?

What learning support will be available from your institution if you require it?

What do you need to know about copyright issues and plagiarism in relation to ePortfolios?

## Accessing your ePortfolio

ePortfolios can be used beyond assessment for continuous professional development (CPD).

What will happen to your ePortfolio when it is completed?

Will you still be able to access and use it beyond your assessment?

Will you have access to it after you leave the institution?

Will you be able to download your ePortfolio for use after you leave the institution?

What format will it be in and can it be used in other software packages?